

27 January 1981

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Done

ODP # 81-128

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

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FROM:

[Redacted]

Chairman, DDA Senior Secretarial Panel

SUBJECT:

Evaluation of DDA GS-08 Senior Secretaries

1. The DDA Senior Secretarial Panel is going to evaluate its GS-08 secretaries in early March 1981. In order to assist us with this evaluation, it is requested that you forward the following to us by COB 11 February 1981:

a. An updated list of GS-08 senior secretarial positions and incumbents in your subgroup (including GS-08 secretaries occupying higher graded positions). This list should include grade of position, grade of incumbent, name, position number, position title, and organizational designation. (See attached sample.) If new positions have been established since your last submission in August 1980 or any position upgraded to GS-08, please be sure these are added to your list. Further, if in reviewing your GS-08 secretarial positions you find there are some you did not include earlier please include these also, provided the incumbents function primarily as secretaries, regardless of occupational title or Agency certification in shorthand ability.

b. A package on each GS-08 secretary to include:

1) Updated biographic profile. (If there has been no change since the one submitted in August 1980, it is not necessary to submit a new one.)

2) A current Performance Appraisal Report for the period ending 31 December 1980. If a secretary is being included for the first time, we should have the two most current PAR's.

3) An updated Career Preference Outline completed by each secretary. (Blank forms are attached for distribution to each GS-08 senior secretary.)

4) An individual rating form to be completed by the immediate supervisor. However, if the secretary has the same supervisor she had when we did our previous evaluation in September 1980, it will not be necessary to complete a new individual rating form (but please indicate this when you return your respective packages). We are trying to adhere to an annual submission of this form rather than a semi-annual submission. However, if there has been a change in supervisors since our last evaluation, or a new GS-08 has been added to your list, please have the supervisor complete the individual rating form. In completing this individual rating form, it is requested that supervisors use short phrases or sentences and not a numerical rating scale.

5) Official Personnel Files

6) Office soft files. (Send by COB 27 February 1981)

2. If you have any questions regarding any of the above, call
Executive Secretary, DDA Senior Secretarial Panel,



Attachments:
As Stated